

Draft of NSPS Job Objectives for USAG-Heidelberg
ASAP Clinical Director – YC STND SUP/MGR PBII

Position: ASAP Clinical Director (Occupation Code 0180/0185, CG: STD, MGR/SUP PBII)

Duties: The ASAP Clinical Director plans, directs, and implements the rehabilitation and treatment functions for the installation ASAP. Applies current JCAHO directives and accepted clinical principles and practices in delivery of outpatient substance abuse care. Works under the general administrative supervision of the installation ADCO and under the technical/clinical supervision of the designated medical clinical consultant for all matters requiring professional medical judgment. Duties are performed in accordance with generally accepted psychological theories, models, techniques, and practices. Work is reviewed in terms of overall effectiveness in implementation of the rehabilitation portion of the program, with administrative and personnel management areas being reviewed by the ADCO and treatment/clinical areas reviewed by the clinical consultant through periodic supervisory review, reports, patient outcome studies, and by program surveys conducted by IMCOM-Europe. Supervises a staff of professional ASAP counselors and an administrative assistant.

Objective I: Execute the full range of human resources with established timelines and in accordance with applicable regulations. Adhere to merit principles. Develop a vision for the work unit; align performance expectations with organizational goals. Maintain a safe work environment and promptly address allegations of noncompliance. Ensure EEO/EO principles are adhered to throughout the organization. Ensure continuing application of, and compliance with, applicable laws, regulations and policies governing prohibited practices; promptly address allegations of prohibited discrimination, harassment, and retaliation

Measurement;

1. No substantiated EEO complaints
2. 100% mandatory civilian training is completed by suspense dates:
 - SAEDA: Annually
 - TIPOSH: Annually
 - FP Level 1: Annually
 - Substance Abuse: quarterly
 - Ethics: Annually
 - Safety: As determined
 - Maintain Training certificates
3. 100% of suspenses to include evaluations and awards are completed accurately by established deadline.

Contributing Factors: Leadership, Resource Management
Weight: 20%

Objective II: Plan, direct, implement, and evaluate the rehabilitation/treatment functions of the ASAP.

Measurement:

1. Submit installation ASAP data for monthly, quarterly, and yearly reports to the ADCO, IMCOM-Europe, and ACSAP achieving 100% on time and accuracy.
2. Perform JCAHO/SOP reviews utilizing PTAC SOP checklist on a monthly basis ensuring 100% compliance of standards with written plan to bring deficiencies to standard.
3. Ensure that the ASAP clinic is a safe environment for all customers utilizing the JCAHO Environment of Care standards with all Safety and Fire inspections, drills (including weather and disaster drills) and environmental tours conducted IAW JCAHO time frames and documented with written plans to bring deficiencies to standard.
4. Plan and direct the Process Improvement (PI) function of the ASAP clinic by conducting a minimum of four PI meetings per year with a minimum of two ongoing PI monitors.
5. Submits budgetary requirements to ADCO that accurately reflects clinical needs.

Contributing Factors: Leadership, Technical Proficiency

Weight: 40%

Objective III: Provide quality clinical supervision to staff of professional ASAP counselors:

Measurement:

1. Review 90% of all patient records per quarter.
2. Provide a minimum of 12 hours of direct (face-to-face) supervision to counseling staff per quarter.
3. Ensure all clinical staff complete requisite number of professional development training hours per year to maintain state licensure, addictions certifications, and MEDDAC credentialing requirements.
4. Provide or coordinate for a minimum of 12 hours of in-service training for all ASAP staff yearly.
5. Develop written performance objectives for each employee (IDP and initial performance plan conversation conducted within 14 days of beginning of rating period) with all interim reviews documented and annual appraisals submitted to ADCO within 14 days of the end of the performance cycle.

Contributing Factors: Technical Proficiency

Weight: 20%

Objective IV: Provide community outreach and professional representation of the ASAP throughout the Installation.

Measurement:

1. Serve on and provide technical expertise to the Installation Case Review Committee (CRC) and Family Advocacy Committee (FAC), ensuring 100% meeting attendance by ASAP staff.
2. Serve on and provide technical expertise to the Soldier and Family Assistance Center (SFAC) ensuring 100% meeting attendance by ASAP staff.
3. Serve as clearing house for those agencies requesting Drug & Alcohol background checks for sensitive positions, working with children, law enforcement, and employment. Accurate background checks will be available to all requesting agencies in writing within 72 hours of receiving the request.
4. Liaison with AA/NA community twice per year to ensure accurate meeting time and information is maintained as a public service.
5. Meet with all Unit Commanders at least once per year to assess unit needs and develop plans to provide those needs as resources permit.

Contributing Factors: Cooperation and Teamwork and Leadership.

Weight: 20%